

Risk Assessment for Re-opening of Lordswood Girls' School & Sixth Form (updated 5.11.2020)

This risk assessment checklist/tool is based on the latest Government guidance (21.10.2020) for the reopening of schools from September 2020. It will be kept under review in order to be able to respond to changing circumstances.

The risk assessment has been completed following consultation with trustees and governors, representatives from the different staff unions and senior leadership. It was signed off by the Trust on 15th July. Following the deteriorating situation in Birmingham, it was amended to make the wearing of face masks compulsory around the school site and where it is not possible to maintain min. 1m distance.

Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

Likelihood - For each issue/situation, determine the likelihood it will occur.

Severity (outcome) - **determine** the potential injury/health.

Likelihood	Severity
4 = Certain = common or frequent occurrence	4 = Major risk - death, loss of limbs, etc
3 = Probable = likely to occur sometime	3 = High risk - broken bones, burns, etc
2 = Possible = may occur sometime	2 = Moderate risk - cuts, bruises, sickness, etc.
1 = Improbable = unlikely to occur	1 = Minimal risk - strain, shaken, no injury, etc

The matrix (below) provides a method to determine the level of risk, with the Likelihood and Severity being independently scored and plotted.

RISK LEVEL MATRIX

PROBABILITY (LIKELIHOOD)	4	Low	High	Very High	Very High
	3	Low	Med	High	Very High
	2	Low	Low	Med	High
	1	Low	Low	Low	Low
		1	2	3	4
		SEVERITY (OUTCOME)			

Once the likelihood and severity of the risk have been assessed they are plotted on the risk profiling grid above and the risk rating defined e.g. If a risk has a likelihood of 3 – Likely and a severity of 1 – Minimal, the risk rating will be $3 \times 1 = 3$. This would mean the risk is low and arrangement would be adequate.

RISK: Safety of Site – (Key: R+ = very high / R = high / A = medium / G = low)

Risk	Action to reduce risk
<p>Ability to ensure a safe entry and safe exit to the school for all?</p>	<p>Year 12 and 13 students to enter via Knightlow Road and use courtyard gate. Link corridor to be closed whilst courtyard gate is open. Students in years 7-11 enter via Lordswood Road with staggered start and finish times: 8:30/8:45 and 2:45/3:00. There will be separate waiting areas in the morning for years 7,9 & 10. Markings on path from North gate to indicate social distancing. Half the gate to remain closed to enforce single file entry and departure. Staff located on gate and path to reinforce. Parents/carers will be expected to support the school in discouraging their child to congregate in groups outside the entrance to the school. Parent letter sent 2.11.2020 to reinforce this. SLT on duty on Lordswood Road will manage the arrival and departure of students to discourage groups of students from congregating. Support staff will oversee arrival of students in the building and direct to allocated room. Students will be notified in advance of where they need to go at the start of term and will then be introduced to their zone and base room as part of start of year induction. Hand sanitiser provided at entrance to school Departure from school to be under direction of SLT Risk: A (2x3) Mitigated risk: G (1x3)</p>
<p>Management of student drop offs/pick-ups, visitors and other members of public that may need to attend</p>	<p>SLT will supervise entry points and support staff will oversee students' entrance into the building. North gate to be closed at 8:40 and reopened at 2:40pm to allow students to leave. School site is closed to all members of the public. No parents will be allowed access to the site unless there is a prior agreement in place for dropping off child (mobility issue) or they have an appointment Access to the site is controlled at all times. Risk: A (2x3) Mitigated risk: G (1x3)</p>

<p>Parents/carers are not fully informed of the H&S requirements for the reopening of school</p>	<p>HT letter to parents/carers outlining expectations with regard to 1) maintaining the safety of the site and 2) their child returning to school Regular communication maintained with parents with additional forum to facilitate any update on arrangements Parents/carers will be expected to support the school in discouraging their child to congregate in groups outside the entrance to the school Main school and sixth form will use separate entrances: years 7-11 Lordswood Road: years 12 & 13 Knightlow Road SLT on duty on Lordswood Road will manage the arrival and departure of students to discourage groups of students from congregating. Support staff will oversee arrival of students in the building and remind them of one way system. Students will be notified in advance of the room they should go to. Risk assessments will be made available for inspection on school website Risk: A (3x2) Mitigated risk: G (2x2)</p>
<p>Staff are insufficiently briefed on expectations</p>	<p>Virtual staff meeting before the end of term to brief staff on plans for September Start of term training to induct staff into revised systems Risk assessments discussed with union reps and shared with all staff Expectations re. safe working practice: these are updated regularly and shared with staff via briefing/email. Staff expected to wear surgical masks when in contact with students; school will provide masks and visors to all staff. Staff reminded of the need to maintain 2m distance in –offices & staff room and when teaching and supervising students Risk: G (2x2) Mitigated risk: G (1x2)</p>
<p>Increased risk of infection in social spaces, incl. staff room and offices</p>	<p>Students in years 7-11 will not be using canteen area. Year 12 & 13 students may use social space but will be required to sit at separate tables which will be marked out to allow compliance with social distancing guidelines. The wearing of face masks is compulsory in social areas and by those visiting offices. Staffroom furniture reorganised to enable social distancing. Humanities, music and health offices will be restricted to no more than 2 staff. S13, meeting room in School House, 1st floor meeting room available as alternate working spaces. Science, IT/MFL offices reorganised to enable min. 1m distance. Protective screens in place in staff work room. Staff encouraged to wear masks where 2m distance is not possible. Teaching staff will have the option to leave school after they have finished teaching for the day if they are not required for afternoon registration or to cover. Risk: R+ (3x4) Mitigated risk: G (1x4)</p>
<p>Increased risk of infection in sports hall changing rooms</p>	<p>Students will be instructed to wear school PE kit to school on days when they have a PE lesson Risk: R (3x3) Mitigated risk: G (1x1)</p>
<p>Inability to maintain 1m distance in food room</p>	<p>All students now wear face coverings. Students who do not wear a face covering to be issued with a visor; students who forget their face mask will be given a reusable mask at the start of the lesson. Students will be shown how to wear these and how to remove them at the end of the</p>

	<p>lesson. Used masks will be placed in plastic bag which will be sealed until washed at 40 degrees with anti-bacterial detergent/60 degrees if no anti-bacterial detergent.</p> <p>Students who suffer from asthma will not be required to wear a mask and will be placed by one of the seats where distance can be maintained adjacent to a window. They will also be provided with a visor.</p> <p>Risk: A (3x2) Mitigated risk: G (2x1)</p>
Children and staff using public transport to travel to school	<p>Most children are brought in parental car to school or walk. Students who use public transport were identified before start of year to enable understanding of potential risk. Government leaflet with guidelines on using public transport sent to all students.</p> <p>Risk: R+ (4x4) Mitigated risk: R (2x4)</p>
Risk to staff who come into contact with the public more frequently, such as reception staff.	<p>Reception is enclosed so that reception staff are protected from the public by a screen</p> <p>Risk: G (2x2) Mitigated risk: G (2x2)</p>
Capacity and availability of cleaning staff to meet the increased need for cleanliness and hygiene of the premises?	<p>Hours of cleaning team revised to enable clean of specialist rooms, toilets, corridor doors, stair banisters etc. during day</p> <p>Risk: A (2x3) Mitigated risk: G (1x3)</p>
Ability to ensure increased stock levels for cleaning, toilet and hygiene products, first aid, soap and hand sanitiser	<p>Premises & H&S Development Officer to ensure that school always has at least 1 term's supply of hand sanitiser</p> <p>School will continue to keep stock of face masks and disposable gloves for staff</p> <p>Risk: A (2x3) Mitigated risk: G (1x3)</p>
Ability to maintain higher than normal levels of essential supplies to prepare for more frequent cleaning or the possibility of a second outbreak of COVID-19/or cases of COVID-19 and additional 'deeper' cleaning needing to take place	<p>Weekly meeting between Premises & H&S Coordinator and Cleaning Supervisor to review cleaning rotas and supplies. Ordering of supplies will take account of possible further outbreak in winter months.</p> <p>Risk: A (2x3) Mitigated risk: G (1x3)</p>
Procedures are not in place for COVID-19 clean following a suspected or confirmed case	<p>Cleaning company have the capacity and ability to carry out a deep clean should there be a suspected or confirmed case of COVID-19</p> <p>Affected area of school site will be closed for 3 days to enable deep clean; if necessary, a deep clean of the whole site will be carried out</p> <p>Risk: R (2x4) Mitigated risk: G (1x4)</p>
Ensuring standard of cleaning with full attendance, especially for areas, furniture and equipment in specialist rooms	<p>Weekly meeting between Premises & H&S Development Officer and Cleaning Supervisor to review cleaning rotas and supplies. Staff will be required to vacate the premises by 4:30pm each day to enable thorough clean of whole school.</p> <p>Risk: A (2x3) Mitigated risk: G (1x3)</p>
Need to ensure staffing for vulnerable and key worker children in the event of a new closure	<p>Original survey indicated a maximum of 24 students in both categories. Staffing rota to be drawn up excluding staff who fall into high risk category. SLT will supervise provision on daily rota. Plans in place to move to Tier 2 arrangement if required.</p> <p>Risk: G (2x1) Mitigated risk: G (2x1)</p>

Queues for toilets and handwashing risk non-compliance with social distancing measures	<p>Additional toilet block installed for September 2020 to allow toilets to be zoned to year groups. Break and lunch times staggered to reduce number of students who may need to access toilets at any one time.</p> <p>Student access to toilets will be supervised by SLT / support staff who are on duty to control number of students accessing toilets. Students are required to wear a face covering when queuing for toilets and when in toilets.</p> <p>Hand sanitiser will be available in all toilets and refilled after each session</p> <p>Cubicle doors of staff toilets to be clearly open when not in use so that there will be no one is waiting in wash area</p> <p>Risk: A (2x3) Mitigated risk: G (1x3)</p>
Need to arrange for extra cleaning of the school for areas used by all years (stairs, specialist rooms)	<p>Students will be taught predominantly in their base room within year zone. Timetabler will review timetable to reduce the number of different groups who need to access specialist rooms within one day and to reduce the need for students to move around school during the course of the school day.</p> <p>This enables cleaners to manage cleaning rotas and ensure that access areas and specialist rooms receive additional clean</p> <p>Risk: A (2x3) Mitigated risk: G (1x3)</p>
Need to set out classrooms to ensure all students are at 1m distance and staff at 2m.	<p>Tables in classrooms replaced with exam desks to ensure that 26 students can be safely accommodated at 1m distance. 2m mark on floor to guide staff.</p> <p>Risk: R (3x3) Mitigated risk: G (1x3)</p>
Need to find additional space that can be used for teaching to achieve better social distancing	<p>Library and conservatory converted into a teaching area for the autumn term. The hall will be used for drama teaching. Resit examinations will be relocated to SF1/2</p> <p>Risk: G (3x1) Mitigated risk: G (3x1)</p>
Premises contamination if any cases of COVID-19 occur	<p>See RA Infection Control</p> <p>Access to site/contaminated area will be discontinued for all staff and students; vulnerable/key worker children will be temporarily educated at Network school if required.</p> <p>Risk: R (2x4) Mitigated risk: G (2x2)</p>
Building and site maintenance works	<p>All required building and maintenance work completed prior to reopening</p> <p>Any additional work will be completed after the end of the school day, at a weekend or during the school holidays</p> <p>Risk: G (2x1) Mitigated risk: G (2x1)</p>
Statutory compliance has not been completed during closure and is not maintained due to COVID restrictions	<p>Premises & H&S Officer has ensured statutory checks have been maintained. Additional safe water certificates were obtained prior to June reopening</p> <p>Risk: A (2x4) Mitigated risk: G (1x4)</p>
Use of premises for lettings, including AGP, out of hours learning and breakfast club	<p>All indoor lettings to be discontinued in the autumn term. Outdoor lettings where there will be no requirement to access the school buildings will be allowed. These have been suspended during 2nd lockdown.</p>

	<p>Out of hours learning, with the exception of catch-up classes, will be discontinued in the autumn term to allow unrestricted focus on ensuring gaps in students' learning are addressed.</p> <p>22 students have expressed the wish to attend breakfast club. Currently a start date to resume breakfast club is on hold and will be reviewed in January to ascertain viability.</p> <p>Risk: A (2x3) Mitigated risk: G (1x3)</p>
Fire procedures are not appropriate to cover new arrangements	<p>Fire drill to be practised with students as part of induction programme. First floor to use fire escape to evacuate; second floor to use front stairs and ground floor to evacuate via North door.</p> <p>2 fire drills completed in the first half term; follow up drill to take place before Christmas holidays.</p> <p>Sixth form will evacuate to netball courts</p> <p>Classroom doors to corridors to remain open during sessions</p> <p>Fire Risk Assessment to be updated and checked to ensure compliance. RPA to be notified of any amendments to Fire Risk Assessments to ensure cover</p> <p>Risk: R (3x3) Mitigated risk: G (2x2)</p>
Existing Health & Safety Policy is no longer fit for purpose in the current circumstances	<p>Trustee with KRA for Health & Safety reviewed Health & Safety Policy with Premises & Health & Safety Officer prior to June opening. A further review was undertaken in September and policy updated.</p> <p>Risk: A (3x2) Mitigated risk: G (2x2)</p>

RISK: Infection Control – (Key: R+ = very high / R = high / A = medium / G = low)

RISK	Action to reduce risk
Need to reduce contact between year groups	<p>Main building to be divided into year group zones. Years 12 and 13 will be taught exclusively in sixth form block except where access to specialist teaching space is required (art, music, science, IT)</p> <p>Start and finish times to be staggered: years 11 & 8: 8:30/2:45; years 7,9,10: 8:45/3pm</p> <p>Timing of lessons altered to enable staggered break and lunch times</p> <p>Toilets will be allocated to year groups to reduce number of students using them and enable social distancing to be maintained</p> <p>Risk: R+ (4x3) Mitigated Risk: A (2x3)</p>
Risk of infection through all students needing to access specialist rooms	<p>Hand sanitiser posts will be in all teaching rooms and students will be expected to sanitise hands on entry and exit from room</p> <p>Visualisers to be purchased for art and science to enable teacher demonstrations</p> <p>Specialist rooms to be subject to more intensive clean with tables/desks wiped during the day; IT and music teachers will be provided with anti-bacterial wipes so students are able to wipe keyboards in IT and music rooms after use</p>

	<p>Cleaning stations in place in teaching rooms; students to wipe surface of desk at the end of lessons/break/lunch</p> <p>Risk: R+ (4x3) Mitigated Risk: A (4x2)</p>
Risk of contamination through shared equipment	<p>All students reminded to bring pencil case with required equipment – This will be reinforced during start of year induction. In the case of need, Pupil Premium funding will be used to purchase sets of equipment</p> <p>Art Department to purchase disposable equipment</p> <p>Students will observe but not carry out science practicals; at KS5, some smaller groups will have the opportunity to conduct practicals following CLEAPS guidance</p> <p>Risk: R (2x4) Mitigated Risk: G (1x4)</p>
Increased risk of contamination posed by specific subjects(PE, music, IT, food)	<p>Programmes of study revised for the autumn term to take account of government guidelines</p> <p>Sanitiser post in sixth form block to be used by students before entering and after leaving the sports hall. Contact sports will not take place during the autumn term. Sports equipment will, where possible, be linked to identified groups and in all cases cleaned after use.</p> <p>Students will not use changing rooms to change for PE. They will be instructed to wear their school PE kit to school on days when they have a PE lesson.</p> <p>Peripatetic music lessons will be suspended in the autumn term for all but GCSE and A Level classes. These will be delivered remotely or, in the case of keyboard, in a practice room which enables a 2m distance to be maintained.</p> <p>Risk: R (3x3) Mitigated Risk: A (3x2)</p>
Assessment of student work	<p>Live marking will not take place in the autumn term. Assessment of student work will be electronic as far as practicable. Use will also be made of self-assessment. Teachers will be advised to wear disposable gloves when marking students' exercise books. The expected turn around for marked work will be extended to reflect the fact that the virus remains active on a surface for 72hours.</p> <p>Risk: A (3x2) Mitigated Risk: G (1x1)</p>
Site contamination	<p>Deep clean of school to be carried out in all school holidays. Deep cleans of specific areas take place following confirmation of a confirmed case within that year zone.</p> <p>Cleaning staff to maintain the robust cleaning regime that has operated since January with cleaning of access routes, toilets and specialist rooms during the school day</p> <p>Risk: R+ (3x4) Mitigated Risk: G (1x4)</p>
Contamination of site once all student and staff return	<p>Year groups to be restricted to specific area of school and specific set of toilets.</p> <p>Timings of school day to be amended to allow staggered start, finish, break and lunch times</p> <p>Cleaning team to complete robust clean of school at end of each day. All staff to leave site by 4:30 to enable cleaning to take place.</p> <p>Risk: R+ (3x4) Mitigated Risk: G (1x4)</p>
Increased risk of virus being brought into school	<p>Students/staff who present with any sign of a cough/cold will have temperature scanned</p> <p>Students/staff will need to confirm that they have not been self-isolating/in contact with anyone with COVID symptoms</p>

	<p>Hand sanitiser at entrance to school and in toilets. Latest Coronavirus posters reminding students of basic hygiene procedures will be displayed around school. Students to be reminded of basic hygiene procedures as part of start of year induction.</p> <p>Students will wear their school uniform / sixth form dress to reduce the risk of contamination. Students will be required to place any coat/jacket in their bag. Bags must be placed on the floor in the classroom and not on a table. Students will be instructed to bring only the equipment they need for that day.</p> <p>Parents to be encouraged to hire locker.</p> <p>All staff and students are required to wear a face covering in corridors, on paths when accessing/leaving school and in toilets. Students who are medically exempt will be provided with a yellow card and reminded to maintain 2m distance.</p> <p>Risk: R+ (3x4) Mitigated risk: A (2x3)</p>
<p>Increased risk of transmission through number of students & staff in school</p>	<p>Interaction between groups and mixing of groups to be reduced to a minimum. KS3 students will remain in base rooms at break and lunchtimes and will not be in social areas or corridors. KS4 students will return to review room. Seating plans in place for all rooms to enable identification of contacts in the case of a confirmed COVID case. Students expected to wear a face covering where distance of less than 1m cannot be maintained and if they have to leave their seat in the classroom for any reason.</p> <p>Timetabler to ensure that students can remain within base group and base room for the majority of time. Teachers will move to students.</p> <p>Staff issued with trays containing anti-bacterial wipes, tissues & hand sanitiser. Masks and gloves are available. Large bins with lids provided in classrooms for safe disposal of waste.</p> <p>Students required to wear school uniform/sixth form clothes to reduce risk of contamination</p> <p>Risk: R+ (3x4) Mitigated risk: A (2x3)</p>
<p>Increased risk to staff who are clinically vulnerable</p>	<p>Protective measures put in place following individual meetings with staff classed as clinically extremely vulnerable. During lockdown, these staff will be required to work from home.</p> <p>Risk assessment to be kept under review for staff who are clinically vulnerable with additional support / adjustments put in place as required.</p> <p>Pregnant work risk assessment completed for all pregnant staff. Bespoke plan to be put in place for any worker in third trimester of pregnancy.</p> <p>Risk: R+ (3x4) Mitigated risk: A (2x3)</p>
<p>Parents/carers, students and staff are not aware of the school's procedures and their responsibilities, including on self-isolating and testing should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in school</p>	<p>All parents/carers and staff were required to read the health declaration and checklist before the start of the year and reminded of the need to notify school if anyone in the household becomes ill</p> <p>Temperature scanning used for students/staff presenting with cough/cold symptoms</p> <p>Parents/carers and staff will be continually reminded of current government guidance on the actions to take should anyone display symptoms of COVID-19. This will be shared via Parentmail and school website and in staff briefings.</p> <p>Risk: R (3x3) Mitigated risk: A (2x3)</p>

Risk to students and staff through use of public transport	<p>Students encouraged to avoid public transport and to walk/cycle to school. Staff and students who use public transport instructed to follow government guidelines</p> <p>Risk: R+ (4x4) Mitigated risk: R (2x4)</p>
Classroom arrangements do not currently allow for adequate social distancing & insufficient classrooms are available to enable maintenance of year group bubble	<p>Classrooms reorganised to enable 1m distance for students and 2m for staff; usual furniture replaced with exam desks as necessary Classroom windows and doors to be kept open to enable a continuous flow of air. Students permitted to wear fleece or T shirt under school shirt as weather becomes colder.</p> <p>Risk: R (3x3) Mitigated risk: G (1x3)</p>
Ability to manage social distancing in a school context	<p>The canteen will not be used for break and lunch; students will remain in base rooms and SLT will coordinate access to toilets Staggered start and finish times will enable entry to and departure from school to be more easily regulated A one-way system will operate in the main school building. Year groups will be taught in specific parts of the school and years 12 and 13 will be taught in the sixth form block for all lessons except those requiring access to specialist equipment Mixing of groups will be reduced to a minimum with base groups being used where possible for teaching. The wearing of face coverings will be required where social distancing is more difficult.</p> <p>Risk: R (4x3) Mitigated Risk: G (2x2)</p>
Inadequate supplies and resources mean that shared items are not cleaned after each use	<p>Use of text books will be avoided where possible and if necessary restricted to specific groups of students. Visualisers are available for subject areas to use if they need to refer to a text book. Staff may also want to check the RNIB website to see if they can download the textbook from the site. Assessment of student work will be completed online as far as possible. Staff will be advised to wear disposable gloves if marking exercise books. Sharing of stationery and other equipment will not be permitted. BYOD operates in years 12 & 13. Disposable equipment to be used in art where appropriate Science apparatus will not be used by students at KS3 & 4 and will only be used by small groups at KS5.</p> <p>Risk: A (2x3) Mitigated Risk: G (1x3)</p>
Need to sanitise keyboards after use	<p>ICT/Music staff will have anti-bacterial wipes and will issue to students at the end of each session so that they can wipe over keyboards</p> <p>Risk: R (3x3) Mitigated Risk: G (3x1)</p>
Need to sanitise photocopiers before and after use	<p>Anti-bacterial wipes to be placed adjacent to photocopiers for touch pads to be wiped before and after use</p> <p>Risk: R (3x3) Mitigated Risk: G (3x1)</p>
Lack of PPE	<p>Premises Officer to confirm with HT on weekly basis that there is a sufficient supply of PPE. Supplies monitored daily and update provided to HT at the start of every week</p>

	Risk: A (2x3) Mitigated risk: G (1x3)
Student/staff attending school are confirmed to have COVID-19	<p>Seating plans in place and register taken for all lessons so it is possible to identify with whom student/staff member has been in contact. DfE schools' helpline/Public Health Birmingham (PHB) to be notified and flowchart issued by Local Authority to be followed.</p> <p>School to be closed to all staff and students identified as contact</p> <p>Vulnerable/key worker children to attend network school if necessary in the event of the school having to close completely</p> <p>All students/staff who were in close contact with individual will be required to self-isolate for 14 days</p> <p>Deep clean of area of school accessed by individual to be carried out (after 72 hours)</p> <p>All cases will be reported to Public Health and guidance followed.</p> <p>Deep clean of affected area(s) to be carried out and area to remain closed for 72 hours. In the event of a significant number of cases across all years, the whole site will be closed and a deep clean effected.</p> <p>Risk: R (2x4) Mitigated risk: A (2x3)</p>
Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place	<p>Any student/member of staff presenting with COVID-like symptoms will have temperature scanned and will immediately be escorted via courtyard and fire door to corridor behind exams office to be isolated away from all other students and staff whilst collection is arranged</p> <p>Deep clean of corridor to be carried out afterwards</p> <p>Risk: R (2x4) Mitigated risk: G (2x2)</p>

RISK: Student education & Student/Staff well-being – (Key: R+ = very high / R = high / A = medium / G = low)

Risk	Action to reduce risk
Students apprehensive about returning to school	<p>Video produced and shared with students to outline safety measures in place and introduce students to one way system and year zones.</p> <p>Systems and expectations reinforced as part of start of year induction.</p> <p>Achievement Coordinators and Review Tutors to monitor student attitudes and flag up where there are concerns so that individual support can be provided</p>

	Risk: A (3x2) Mitigated risk: G (2x2)
Management of attendance: parents not happy for their child to return to school	HT letter to parents to explain measures in place to protect students and staff Parents to be made aware of #you'vebeenmissed webinar Video shared with students and parents Risk assessments to be regularly reviewed, updated and placed on website. HT conversation with individual parents as required. ESW visit if non-attendance continues to offer support Risk: A (3x2) Mitigated risk: G (2x2)
Students who have not been able to complete intended learning have fallen behind in their learning and achievement gaps have widened	Information from work monitoring spreadsheet and summer term review tutor meetings to be used to identify areas of concern and plan follow up teaching / support/ intervention Students to RAG rate their understanding of work set during closure on subject checklist. This will be used by staff to inform lesson planning More formal baselining to be carried out in first part of Autumn term. Baseline assessment in week 1 for year 12 will identify any year 12 student not in a position to continue into year 13 Risk: R (3x3) Mitigated risk: G (2x2)
Increased number of students who are vulnerable following lock-down	Outcomes from student survey (completed June 2020) and Review tutor meeting (July 2020) used to identify students who may need additional support and to inform support required Ongoing support provided by Place2Be Key staff have completed bereavement and emotional well-being training Risk: R (3x3) Mitigated risk: A (3x2)
Emotional impact upon staff and students – need to evaluate what they may have endured through 'lockdown' and 'isolation' for example, loss, neglect, loneliness	1:1 / small group discussion between students and Review tutor September induction will focus on emotional wellbeing Information about COVID-19 shared with students during start of year induction to ensure that they have factual and accurate information to put virus in context Opportunity provided for students to share concerns Students to be able to suggest measures school can put in place to support them settle back into school routine Students will be made aware of how to identify staff who have completed bereavement training so that they know who they can approach if necessary Well-being newsletter sent out fortnightly to all year groups Risk: R (3x3) Mitigated risk: A (3x2)
High risk of increased disclosures from returning students	A DSL will be available each day to pick up any disclosures from students in school Risk: R (3x3) Mitigated risk: A (3x2)
Insufficient staff confidence or awareness of mental health, pastoral/wider well-being support for students returning to school	Folder of resources to support staff in managing pastoral and mental health support made available Guidance and training will be provided to Review tutors prior to September reopening Bereavement training delivered to all Review tutors Risk: G (2x2) Mitigated risk: G (2x2)

<p>Appropriateness of curriculum: need to adapt to take account of personal, social and emotional needs of students</p>	<p>1:1 review sessions scheduled with Review Tutors for years 7-11 to provide ongoing support Students to have opportunity to talk, share and 'off load' worries Review tutors to identify individuals who need more specialist support Feedback from virtual review sessions in July used by Departments to adapt curriculum. In addition, students asked to RAG rate their understanding of work set during closure on subject checklist. This will be used by staff to inform lesson planning Students to be provided with personalised catch-up plan as part of 1:1 review where necessary Risk: R (3x3) Mitigated risk: A (3x2)</p>
<p>Students' behaviour on return to school does not comply with social distancing guidance</p>	<p>Year 10 and 12 students who attended school in summer term model behaviour expected Start of year induction outlined behaviour expectations Behaviour policy updated to include sanction for breaching social distancing rules Risk: A (2x3) Mitigated risk: G (1x3)</p>
<p>Year 6-7 and year 11-12 transition results in children being ill-prepared for starting year</p>	<p>Year 12 and year 7 returned before all other years in September and had additional induction day to support virtual transition delivered Risk: A (2x3) Mitigated risk: G (2x2)</p>
<p>Need to support staff and pupils to deal with the day-to-day living with COVID-19 still being a threat</p>	<p>Start of year induction and summer term video reinforced safe practices (hand washing, social distancing) and measures in place to protect students and staff Risk: R (3x3) Mitigated risk: A (3x2)</p>
<p>Need to establish a 'different' day-to-day routine and way of schooling while COVID-19 is a threat</p>	<p>Weekly SLT meeting to review current position and adapt plans accordingly Staggered start of year induction to help students adapt to new systems and expectations. INSET days on 18th September, 20th November used to evaluate ongoing effectiveness of systems. Risk: A (3x2) Mitigated risk: G (2x1)</p>
<p>Students fall further behind due to the need for teaching/year groups to self-isolate</p>	<p>Remote learning policy updated. Online lessons to be provided for any groups sent home to isolate. Isolating staff will deliver live lessons for KS4 and 5 classes and set work in google classroom for KS3. Risk: H (3x3) Mitigated risk: A (3x2)</p>
<p>Impact of period of self-isolation on already vulnerable students</p>	<p>DSL and learning support team to monitor needs of SEND / vulnerable students during any period of isolation and on return to school. Bespoke support to be put in place as required. Place2Be to provide counselling support as necessary. IT team to ensure isolating students have IT and internet access through regular updating of IT audit. Review tutors/Achievement Coordinators to maintain contact with review/year group Risk: H (3x3) Mitigated risk: A (3x2)</p>